Purpose

This tool provides guidelines and a template for planning an implementation effort.

Keep the following in mind as you create the Implementation Plan.

- Always schedule the implementation of business initiatives as aggressively as possible to achieve the most benefit in the shortest time frame with the lowest implementation costs. Using business initiatives to group recommendations allows projects and benefits to be grouped in a manner that easily illustrates the impact of implementation to the client.

- Ensure that the relationship between any given project and the business initiative it supports is clear to the Project Team.

- Always look for Quick Hit opportunities. A Quick Hit implementation activity is one that can be completed immediately and start producing benefits within approximately a short time frame i.e., three – six months.

- Use both top-down and bottom-up approaches to estimating the time, cost, and duration of the project.

- Prioritize implementation activities in order of the benefit they produce, subject to prerequisites, available resources and dependencies.

- Consider using pilot implementations for large, complex projects involving a high degree of change. Pilot implementations give your customer (s) intermediate milestones that create a sense of accomplishment, but they also increase costs and delay benefits.

  - To evaluate the pilot implementation consider:
    - The effect implementation will have on organization/Institution culture.
    - The extent to which the new environment will differ from the current environment. For example, major geographical changes, major operating system changes, and major changes in roles and responsibilities involve a high degree of change.

  - To evaluate the complexity and size of implementation, consider:
    - Number of locations involved
    - Number of people affected
    - Size of geographical area affected
    - Amount of risk posed by implementing and using new technology
    - Level of difficulty of implementing and using new technology

- Determine how the overall implementation should be phased. Typical example is to show implementation plans in manageable, logical groupings of projects. Project phasing options include:
  - Quick-hit, short-term, or long-term phasing
  - Phasing by key milestones – align with Critical Success Factor
  - Phasing by organization/Institution structure
  - Phasing by functional area (e.g., HR, Finance, Logistics)
- Show tasks on the Implementation Plan at a high to medium level of detail. Include durations for tasks at the "week" level, and identify ownership (i.e., client tasks and third-party tasks).